

NEW LEBANON

CENTRAL SCHOOL DISTRICT

***NOTE: To be completed by attendee and submitted to the Building Principal/Supervisor at least ten (10) days before date of requested leave. This request must be submitted along with completed registration, conference description material, a claim form for conference expenses, and payment for any non-District-subsidized expenses. The District Office will submit the registration form.**

DATE(S) OF CONFERENCE: _____ / _____ / _____

- ONE-DAY CONFERENCE
 MULTIPLE-DAY CONFERENCE

LOCATION: _____

SPONSORING ORGANIZATION: _____

CONFERENCE THEME: _____
 (Attach a copy of descriptive material)

RELATIONSHIP TO STAFF DEVELOPMENT GOALS: _____

ANTICIPATED COSTS:

Mileage (if own car is used) \$ _____ (\$.545/mile)
 Meals \$ _____
 Lodging \$ _____
 Registration \$ _____
 \$ _____

TOTAL: \$ _____
 (District-subsidized expense not to exceed **\$175/day** total which includes mileage, meals and lodging)

DATE OF REQUEST: _____ / _____ / _____

 Attendee (Please Print)

DEPARTMENT/: _____
 BUILDING _____

 Attendee's Signature

Number of Conference Days Attended this Year: _____

*****Checklist*****

- | | |
|--|---|
| <p><input type="checkbox"/> Have you checked the deadline of the registration? (The business office needs the paperwork at least 10 days prior.) Have you completed a registration form and is it attached?</p> <p><input type="checkbox"/> Have you attached the conference description material?</p> <p><input type="checkbox"/> Have you completed a claim form, if needed?</p> | <p><input type="checkbox"/> If the conference is over the \$175 limit, have you attached a personal check for the difference made payable to the organization?</p> <p><input type="checkbox"/> Has your principal/supervisor approved your request?</p> |
|--|---|

NOTE: A written report to be submitted to the Building Principal within ten (10) days after return from the conference. Or, the attendee may choose to present a summary of the conference topic to colleagues at a faculty meeting.

APPROVAL TO ATTEND

 Building Principal/Supervisor

 Date

 Superintendent

 Date